

APPLYING FOR A WAVIER PENDING DISCHARGE FROM FACILITY

Purpose: Provide a guide to the Integrated Health Homes (IHH) on how to apply for waiver when member is pending discharge from a facility such as, mental health institute (MHI), psychiatric medical institution for children (PMIC), psychiatric residential facility (PRTF) or other out of state institutional care and wants to return to the family home or community setting.

There are three situations that may occur for a Children's Mental Health (CMH) wavier member:

- 1) Was on wavier prior to entering facility and discharging within 120 days or less
- 2) Was on waiver prior to entering facility and discharging 180 days or more
- 3) Was not accessing Waiver prior to entering facility and discharging 180 day or more

Procedure:

IHH worker is notified of members pending discharge from facility. The IHH will verify the total number of day's member will be residing in the facility and if previously receiving/approved for waiver prior to entering facility.

- 1) If 120 days or less and was utilizing waiver services, go to [Discharging within 120 days or less and Received Waiver Prior to Admission](#) section.
- 2) If 180 days or longer, and was utilizing waiver services go to [Member Discharging 180 days or more from facility](#) section.
- 3) If 180 days or longer and not approved for waiver services go to [Member Discharging 180 days or more from facility](#) section.

[Discharging within 120 days or less and Received Waiver Prior to Admission](#)

Upon IHH receiving notification of member's possible discharge date, the IHH will:

- 1) Review most recent level of care (LOC) and verify that it is current.
 - i) If not, schedule time to complete LOC with family to submit upon waiver being reopened.
- 2) Contact the Income Maintenance Worker (IMW) at the local Department of Human Services (DHS) office by phone, to request Children's Mental Health (CMH) Wavier (CMH) be reopened along with noting member's pending discharge date from PMIC.
- 3) Email the regional IMW queue, to request the CMH wavier be reopened, include:
 - i) Member Name
 - ii) SID
 - iii) Date of pending discharge

Day of Discharge, the IHH will:

- 1) Notify the IMW that member has discharged from facility
- 2) Encourage facility to submit Case Activity Report (CAR) as soon as possible

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- 3) Request copy of CAR for records
- 4) Complete PCSP and submit to MCO
- 5) For Amerigroup, request 99490 U2 authorization. For ITC, we will change tier upon receipt of Change of Tier notification.

Member Discharging 180 days or more from facility

Upon IHH receiving notification of member's possible discharge date, the IHH will:

- 1) Assist the family with applying for wavier, using the one page wavier application.
 - a) Fill out the form, check CMH wavier box
 - b) Have family sign and date the form
 - c) Attach a statement that you are requesting a reserved capacity slot and pending discharge date from facility.
- 2) Mail the form and statement to the local DHS office
- 3) Email the waiverslot@dhs.state.ia.us the form and statement to request the CMH wavier slot and notify of pending discharge date from facility.
- 4) IHH will need to complete or update the Comprehensive Assessment and Social History
- 5) MCO will be notified of slot available by waiver slot file
 - a) Iowa Total Care Members
 - i) ITC refers members to IHH to complete the Comprehensive Assessment and Social History and completes enrollment form.
 - ii) ITC will schedule and complete the LOC assessment with member and other team members including the IHH.
 - iii) IHH will upload the Comprehensive Assessment and Social History, along with diagnosis verification to the Envolve Client Portal.
 - iv) ITC will submit documentation to IME for determination
 - v) ITC is notified of decision and will notify IHH.
 - b) Amerigroup Members
 - i) Amerigroup will notify IHH of slot availability
 - ii) IHH will complete the LOC assessment and Comprehensive Assessment Social History along with diagnosis verification and submit a 99490 prior authorization request via fax or Interactive Care Reviewer (ICR).
 - iii) Amerigroup will submit to documentation to IME
 - iv) Amerigroup is notified of decision and will notify IHH through the Utilization Management Process.
- 6) Day of Discharge, the IHH will:
 - a. Notify the IMW that member has discharged from facility
 - b. Encourage facility to submit Case Activity Report (CAR) as soon as possible
 - c. Request copy of CAR for their record
 - d. Be notified of LOC approval by MCO.
 - e. Complete PCSP
 - i. For ITC members, submit PCSP for authorization approval via Envolve Client Portal
 - ii. For Amerigroup members, PCSP only needs to be included with a CMH service authorization request.